

CHECKLIST OF FY 2005 YEAR-END ACTIVITIES

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
August accrual worksheets due to EFASC.	9/12	Accrual worksheets to be sent to field offices on September 7 th , based on August closing on September 6 th . Contact Rick Loyd if questions (301) 903-4190.
Confirmation of Nuclear Materials Inventory as of August 31, and refax/e-mail confirmation forms.	9/14	Electronic confirmation is acceptable, questions should be directed to Gloria Pena-Chavez at 505-845-4100 or GPENA-CHAVEZ@DOEAL.GOV
August 31, 2005, Certified 2108 due to EFASC.	9/23	Certification should read "I hereby certify that the amounts shown in this report are correct. All known transactions meeting the criteria of 31 U.S.C. 1501 (a) have been obligated and are so reported." Fax No. 301-903-5202. Attn: Barbara Harbell.
September Summary of Cash Activity due – noon local time.	10/03	
September Accrual worksheets issued to field offices – for nonintegrated activity only.	10/04	
Integrated contractor preliminary files due – noon local time.	10/04	
Confirmation of Nuclear Materials Inventory as of September 30 and refax/e-mail SS materials confirmations.	10/07	Electronic confirmation is acceptable, questions should be directed to Gloria Pena-Chavez at 505-845-4100 or GPENA-CHAVEZ@DOEAL.GOV
Final Nuclear Material data to STARS.	10/07	
September accrual files due to EFASC.	10/11	
DIMS detail data due to NNSA SC.	10/11	Attn: Dee Hart (505) 845-4131

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
September final data due.	10/13	<ul style="list-style-type: none"> • Complete intra/interoffice reconciliations • Distribute YN01 activity • Close out construction projects that are physically and financially complete • Resolve all material balancing and combination edits
Current Status of Accounts Receivable from Foreign Obligors data due to FRAD.	10/14	Attn: Amy Cullison, ME-141. Need breakout of receivables in excess of 90 days.
Detail submission into DIMS due to Financial Policy.	10/21	Attn: Barbara Uzzell, ME-11, on (301) 903-3262.
Year-end financial statement analysis and footnote disclosures due to FRAD.	10/21	Faxed to Deanna Ammons at (301) 903-5202 or E-mailed to Deanna.Ammons@hq.doe.gov
Certification of Receivables Report.	10/27	Fax to Amy Cullison at (301) 903-5202, ME-141
Report on Receivables and supporting footnote narrative due via RECONS.	10/27	E-mail Amy Cullison, ME-141 at amy.cullison@hq.doe.gov once RECONS submission is complete.
Final date for FY 2005 post closing entries.	10/28	Offices must work closely with KPMG auditors to resolve all findings in order to submit post closing adjusting entries. Field offices must notify Deanna Ammons prior to posting any GL entries to the September ADJ-1 05 period.
Report on International Transactions (formerly A-65 report) submission due via ITRANS.	10/28	Direct questions to Amy Cullison, (301) 903-2001 or amy.cullison@hq.doe.gov
Provide final subsequent events response to HQs.	11/3	E-mail responses to Rick.Loyd@hq.doe.gov
Report on Estimate Foreign Currency Collections and Expenditures due to OFCR.	11/11	Attn: Amy Cullison, ME-141
Report on Unfunded Foreign Currency Reservation Accounts due to OFCR.	11/11	Attn: Amy Cullison, ME-141

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Federal Aid to State & Local Governments due to OFCR.	12/12	Attn: Mercedes Vasquez, ME-141
Tracking of Technology Transfer Third-Party Receipts.	1/17	Attn: Barbara Harbell, ME-10